

ADMINISTRATIVE - INTERNAL USE ONLY

7 February 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (31 January - 6 February 1985)

A. PROGRESS ON ACTION ITEMS

1. Agency Historical Review Program. On 4 February the Deputy Director of the Office of Information Services, the Chief of the Classification Review Division, and the Agency's Historian met with the Archivist of the United States and representatives from the National Archives and Records Services (NARS). The purpose of the meeting was to plan for consultations with eminent historians on the feasibility of developing a systematic review program for CIA records of historical interest. The names of seven eminent historians throughout the United States were listed and NARS will invite the consultative services of three. Once named, the three historians will be asked to come to Washington on 18 and 19 March to discuss the proposed program. A report on the program is due to Congress by 1 June 1985.

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## B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. RMO Meeting. Chief, Deputy Chief, and other representatives from IRMD met with Directorate Records Management Officers (RMO) to discuss current records management issues and problems. The participants were briefed on the results of the Agency records inventory and asked for suggestions on ways to improve the process in the future. A representative from the Office of Logistics gave a progress report on the Logistics Integrated Management System (LIMS) and asked that RMOs involved in the procurement approval process sign up for LIMS training. Chief, AARC, discussed problems in handling telephone requests for records and in processing shelf lists that are completed improperly.

2. DDI Briefing. Chief, IRMD, and his representatives briefed the DI administrative officers on the division's program to survey component records management and information handling practices. The meeting was chaired by the Chief of the Support Services Center, Office of Management, Planning, and Services, DI. The briefing covered IRMD's structure and responsibilities, the program elements of a survey, and the methodology used in conducting surveys. In addition, the DI/RMO discussed efforts to reduce DI records holdings and problems encountered in trying to get components to reduce analysts' paper holdings. Similar briefings are to be scheduled for senior DI officers.

3. ODP Tapes. The Office of Data Processing (ODP) has over 7,300 cubic feet of tapes in the AARC Tape Library. ODP hopes to replace its active backup tapes with cassettes within three months and plans to replace all magnetic tapes with cassettes during the next five years. The cassettes are much smaller (4 1/4 x 5 in.) than the standard magnetic tape disks and have five times more storage capacity. Because they are smaller, sixty cassettes can be stored where six magnetic tapes currently are housed. After the change is implemented, it should greatly reduce the space required for ODP records holdings at AARC.

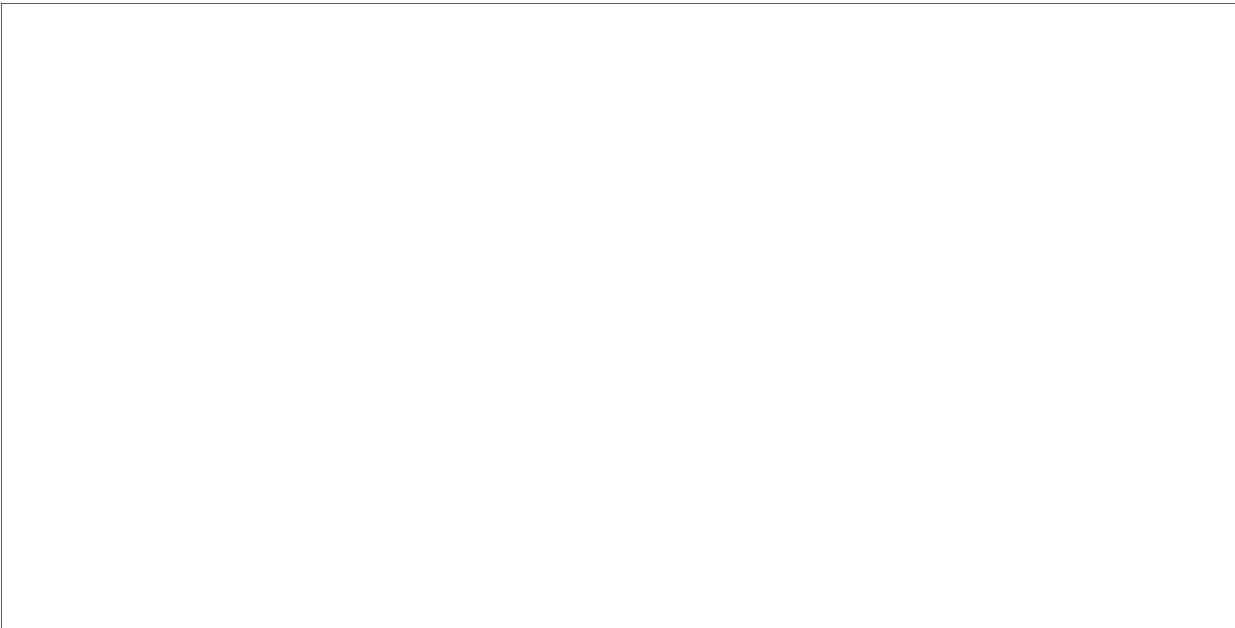
4. Equipment Savings. The Agency Micrographics Officer makes periodic trips to  to inspect turned-in micrographics equipment and to determine whether the equipment can be used elsewhere in the Agency. During the past week, he provided Joint Publications Research Service with a 3M reader/printer that had been turned in by another component. By salvaging this equipment rather than approving the procurement of a new item, he saved the Agency approximately \$3,500.

5. Seminar on Regulatory Policy Division Procedures. On 30 January, the Regulatory Policy Division held a seminar for representatives from all the major components of the Agency who are involved in the preparation, coordination, and distribution of regulatory issuances. C/RPD discussed the management of the regulatory system, and explained policy

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and procedures of RPD in publishing regulatory and other issuances. A question period followed on matters ranging from administrative control of employee bulletins to the difference between Headquarters and Field regulations. A suggestion was made that RPD conduct follow-on meetings to build on the helpful dialogue begun at this seminar.

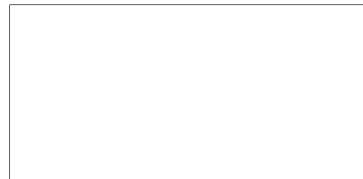
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C. SCHEDULED EVENTS

OSS Records. The third increment of permanent OSS records, consisting of 255 cubic feet, will be transferred to the National Archives and Records Service (NARS) on 12 February 1985. These records cover the following subjects: Washington Communications Office, Censorship and Documents Branch Files, Accounting Logs (Document Logs), Washington/Pacific Coast Office Miscellaneous Administrative Records, Washington OSS Research & Analysis and Records & Development Records, OSS New York/London Office Records, OSS New York Office - Survey of Foreign Experts Records, and OSS New York and Field Station Records. The Information Management Staff, DDO, plans to offer NARS several hundred additional feet of OSS records once this transfer is complete.

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MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: Weekly Report, 30 January - 5 February 1985

C/CRD joined the DDIS, and the DCI's Chief Historian in a meeting with the Archivist of the U.S. and other NARS representatives at NARS. The purpose of the meeting was to arrange for consultation from some eminent historians on the feasibility of developing a systematic review program of CIA records of interest to historians. The atmosphere at the meeting was very amicable and the objective achieved without problems. The names of seven eminent historians were listed and NARS will obtain the consultative services of three of them. Tentative plans are to have these historians come to Washington on 18-19 March for briefings and consultations. All were mindful that a report on such a feasibility is due to Congress by 1 June 1985.

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CRD added to the diverse review functions performed for various Agency components this week in making two special reviews in support of  the DA/IRO.

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C/CRD

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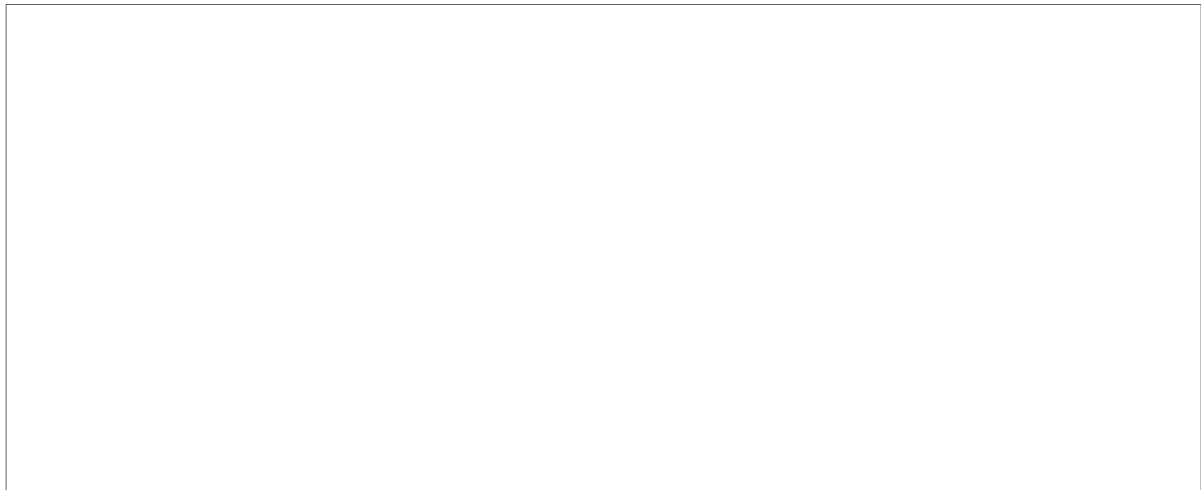
MEMORANDUM FOR: Director of Information Services

25X1  
FROM:

[redacted]  
Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources  
Management Division, 30 January - 5 February 1985

1. Work in Progress



25X1 [redacted] ICB, also met with [redacted] Office of SIGINT Operations, to discuss that office's progress in reviewing its holdings of Top Secret collateral documents. OSO has been systematically reviewing its records' holdings in office areas and in the Records Center to try to locate approximately 2,000 documents charged to it. They expect to complete this review by June 1985.

b. Information Services Center. The Ames Building Information Services Center will move temporarily to Room 1100 on 6 February to allow the installation of ductwork for air conditioning in its current location. The ISC will share space with members of the Appeals and Litigation Section, IPD, for a two-week period during which this work will be underway. The installation will temporarily delay the initiation of registry support to ORD which had been scheduled to begin this week.



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25X1 c. ADP Training. [ ] the OIS Data Base Administrator,  
 25X1 provided training to [ ] IPD, on various  
 25X1 procedures needed to generate the division's monthly report. She also  
 25X1 provided training to two other IPD personnel on procedures for retrieving  
 25X1 data from IPD's off-line history file. [ ] provided printouts of  
 25X1 the commands that have to be used for these retrievals, so that this  
 25X1 information could be incorporated in IPD's user manual.

25X1 d. Wang Administration. [ ] OIS Wang Administrator,  
 25X1 Information Technology Branch, met with ODP representatives and the OIS  
 25X1 Management Officer to discuss the requirements for the installation of a  
 25X1 third Alliance system in OIS. The current location for the Wang CPU  
 25X1 apparently can accommodate the additional equipment. [ ] also  
 25X1 continued discussions with ODP and OIS management concerning the move of  
 25X1 RPD's stand-alone Wang system from Room 1125 to Room 1100. The only  
 25X1 problem foreseen is the movement of the telecommunications box associated  
 25X1 with the systems. A work backlog will preclude the movement of the box  
 25X1 before RPD is connected to the third Alliance system. Finally,  
 25X1 [ ] distributed a survey to OIS Wang users to determine their  
 25X1 interest in receiving training in the use of various system features.  
 25X1 Once the surveys are returned, the Wang Administrator will determine to  
 25X1 what extent tutorials can be provided to interested individuals or what  
 25X1 Wang training courses should be used. [ ]

## 2. Significant Events and Activities

25X1 a. RMO Meeting. Chief and Deputy Chief, IRMD, and division branch  
 25X1 chiefs met with Directorate Records Management Officers to discuss  
 25X1 current records management issues and problems. [ ] Information  
 25X1 Management Branch, briefed the participants on the results of the Agency  
 25X1 records inventory and solicited suggestions on ways to improve the  
 25X1 process in the future. [ ] Office of Logistics, gave a  
 25X1 progress report on the Logistics Integrated Management System and asked  
 25X1 that RMOs involved in the procurement approval process sign up for LIMS  
 25X1 training sessions. [ ] Chief, Archives and Records Center  
 25X1 Branch, discussed some problems that the center has encountered in  
 25X1 handling telephone requests for records and in processing shelf lists  
 25X1 that are completed properly. [ ]

25X1 b. DDI Briefing. Chief and Deputy Chief, IRMD, [ ]  
 25X1 Chief, ICB, and [ ] ICB, briefed the DI administrative officers on  
 25X1 the division's program to survey component records management and  
 25X1 information handling practices. The meeting was chaired by [ ]  
 25X1 Chief, Support Services Center, Office of Management, Planning, and  
 25X1 Services, DI. The briefing covered the division's structure and  
 25X1 responsibilities, the program elements covered in surveys, and the  
 25X1 methodology used in conducting surveys. In addition, [ ] DI/RMO,  
 25X1 discussed his efforts to reduce DI records holdings and problems that he  
 25X1 has encountered in trying to get components to reduce analysts' paper  
 25X1 holdings. [ ] expressed satisfaction with the briefing and stated  
 25X1 his intention to arrange similar briefings for senior DI officers.



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c. OSS Records. The third increment of permanent OSS records, consisting of 255 cubic feet, will be transferred to the National Archives and Records Service (NARS) on 12 February 1985. These records cover eight complete OSS schedule items and include the following items: Washington Communications Office, Censorship and Documents Branch Files, Accounting Logs (Document Logs), Washington/Pacific Coast Office Miscellaneous Administrative Records, Washington OSS Research & Analysis and Records & Development Records, OSS New York/London Office Records, OSS New York Office - Survey of Foreign Experts Records, and OSS New York and Field Station Records. The Information Management Staff, DDO, plans to offer NARS several hundred additional feet of OSS records once this transfer is complete.

25X1 d. ODP Tapes. [ ] Chief, ARCB, met with [ ] Deputy Chief, Tape Library, ODP, regarding the Tape Library's holdings (7300 + cubic feet) at the Records Center. The discussion covered ODP's current holdings, as well as developments affecting their storage requirements at the center. ODP hopes to replace its active backup tapes with cassettes within three months, and plans to replace all magnetic tapes with cassettes during the next five years. The cassettes are much smaller (4 1/4 x 5 in.) than the standard magnetic tape disk and have five times more storage capacity. Since they are smaller, sixty cassettes can be stored where six magnetic tapes currently are housed. Once the change is implemented, it should greatly reduce the space required for ODP records holdings at the Center. [ ]

25X1 e. Equipment Savings. [ ] the Agency Micrographics Officer, makes periodic trips [ ] to inspect turned-in micrographics equipment and to determine whether the equipment can be used elsewhere in the Agency. During the past week, he provided Joint Publications Research Service with a 3M reader/printer that had been turned in by another component. By salvaging this equipment rather than approving the procurement of a new item, [ ] saved the Agency approximately \$3,500.

f. Records Center. Records Center personnel performed the following activities during the week.

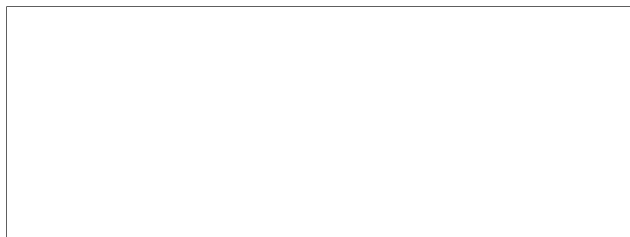
RAMS	Made 23 additions and 28 changes.
ARCINS	Jobs received/edited: 32.
	Jobs keyed: 34 consisting of
	1,305 entries.
	Jobs completed: 36.
Reference:	Serviced 3,175 requests for records.
Accessions:	Received 20 jobs totaling
	232 cubic feet.
Special Runs:	Three: One to ODP and two to DO.

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3. Scheduled Events

25X1 a. [ ] Chief, ICB, will meet with [ ] Chief,  
Recruitment Operations, Office of Personnel, during the week of  
11 February 1985 to discuss an OIS survey of the files, paperflow, and  
25X1 information handling practices of the Agency recruitment office in  
[ ] ICB, and [ ] the Records Management  
Officer, OP, who will conduct the survey of the office, will also attend  
the meeting and develop a plan for conducting the survey.

25X1 b. [ ] ICB, and [ ] DS&T/RMO, will meet  
25X1 with [ ] Director, ORD, during the week of 4 February  
to discuss a proposed survey of that office's information handling  
practices and records management program.



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5 February 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 30 January  
through 5 February 1985

25X1 1. RPD is currently processing 103 jobs.

2. Items of unusual interest received during the week for processing are: a notice announcing a key appointment in the Office of the Director; another notice outlining policy on promotional fares and bonus plans of commercial airlines and automobile rental agencies (see below); and a bulletin informing employees of the 1985 upward mobility program.

25X1 3. On 30 January, RPD held a seminar for approximately 50 persons at Headquarters for representatives from all the major components of the Agency who are involved in the preparation, coordination, and distribution of regulatory issuances. All members of RPD were present to meet their counterparts and offer any assistance required. C/RPD discussed the management of the regulatory system, explained policy and procedures that RPD follows in the editing and coordination process, proposed means by which coordination could be facilitated, outlined the status of electronic communication of regulatory issuances, and expressed appreciation for the cooperation provided to RPD by those responsible for regulatory issuances.

25X1

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C-O-N-F-I-D-E-N-T-I-A-L

A Question period followed on such wide-ranging matters as administrative control of employee bulletins, procedures for updating regulations, the difference between Headquarters and Field regulations, a solicitous suggestion that issuances of checklists by RPD be placed on an annual basis instead of bi-annually (to conserve RPD's scarce personnel resources), and follow-on meetings to build on the helpful dialogue begun with this seminar.

6. On 31 January, C/RPD met with  who is on rotation from OCR/DI working with  on micrographics.  was briefed on RPD activities, particularly in the context of his past OCR experience and his current assignment, and was introduced to RPD members.

C-O-N-F-I-D-E-N-T-I-A-L

25X1 7. Several members of RPD are scheduled to meet with [ ] and  
25X1 [ ] ODP at Headquarters on 7 February. This is a continuation of the  
excellent assistance ODP has been providing to RPD in exploring and refining  
25X1 procedures for electronic communication of regulatory issuances. [ ]

25X1 8. RPD responded to requests from OP, DDA/Career Management Staff,  
DA/Safety Staff, ITB, IMSS, DDS&T, OLL, and DI/MPS. Our clerical personnel  
25X1 handled 163 telephone calls. [ ]

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